North Dakota State Procurement Office

Office of Management & Budget, Central Services Division

14th Floor Capitol Tower, 600 East Boulevard Ave Dept 012
Bismarck, ND 58505-0310
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STATE PROCUREMENT 0FFICE

2012 Training Schedule

Minimum Class Size: 10
Maximum Class Size: 40

Cost: No charge
Registration: **Self-enroll in PeopleSoft**. Instructions follow this schedule.

Visit the ND State Procurement Office web site to learn more about the Procurement Officer Certification Program,
http://www.nd.gov/spo/agency/training/

PLEASE NOTE: Level 1 Procurement Training is offered online.

SCHEDULE			
DATE	**TIME**	**CLASS**	**LOCATION**
February 23	8am – 4pm	Level 2	Brynhild Haugland Room, State Capitol – Bismarck
March 7	8am – 4pm	Level 3	Pioneer Room, State Capitol – Bismarck
April 11	8am – 4pm	Level 2	Pioneer Room, State Capitol – Bismarck
May 15	8am – 4pm	Level 3	Pioneer Room, State Capitol – Bismarck
June 12	8am – 4pm	Level 2	Pioneer Room, State Capitol – Bismarck
July 11	8am – 4pm	Level 3	Pioneer Room, State Capitol – Bismarck
August 15	8am – 4pm	Level 2	Pioneer Room, State Capitol – Bismarck
September 20	8am – 4pm	Level 3	Pioneer Room, State Capitol – Bismarck
October 10	8am – 4pm	Level 2	Pioneer Room, State Capitol – Bismarck
November 15	8am – 4pm	Level 3	Pioneer Room, State Capitol – Bismarck

Self-enroll in PeopleSoft by following these steps:

--Go to the Peoplesoft Portal at https://www.cnd.nd.gov/psp/strp/?cmd=login&errorPg=ckreq&languageCd=ENG and enter your **User ID** and **Password**.

--Under ELM Self Service Applications in the middle of the page, select **Search Catalog**.

--Click in the **Search the Catalog** field and enter the course you are looking for.

--Click **Search Activities**.

--Click on the activity you are interested in and review the information given (date, cost, last day to drop without charge). For the time and location of the class, click on **Schedule**. Also click on **Notes and Attachments** if you are registering to attend Supervisory Management or Emotional Intelligence training.

--Click the **Enroll** button.

--Click the **Submit Enrollment** button. The next screen will state if you have been successfully enrolled or if you have been placed on the waitlist because the class is currently full.

--After enrolling, the supervisor (person who is listed in 'reports to' in PSoft) automatically receives notice for approval. It's important that the approver do so ASAP as some of these classes fill up fast. Someone who has enrolled after you but has received approval before you will get into the class first.

--If you decide to drop the course you have registered for, go to **ELM SS My Learning** and select the title of the course you want to drop. Then click on the **Drop** button. **Review Information** to see if there is a drop charge and click the **Drop** button.

If you do not have access to Peoplesoft, please contact your agency's training administrator.